

PERTH AND KINROSS COUNCIL

Housing and Health Committee – 13 March 2013

HOUSING AND COMMUNITY CARE SERVICES CONTRIBUTIONS POLICY**Report by Executive Director (Housing and Community Care)****ABSTRACT**

The way non-residential care and support services are provided to people will change following the introduction of the Social Care (Self-directed Support) (Scotland) Act 2013 on 10 January 2013. It is anticipated that people will choose to purchase a wider range of services and equipment than is currently available and that the variety of such services may extend over coming years. The current charging regime will no longer be fit for purpose regarding non-residential care services. This report sets out a proposed Contributions Policy which is sufficiently flexible to accommodate the changing nature of the service landscape.

Full Council also approved an income target of £300,000 in a full year from 2014/15 following the implementation of a Contributions Policy for non-residential services (Report No.13/53 refers). This report details the changes to the charging regime which will be required to meet this target.

1. RECOMMENDATIONS

It is recommended that Committee approves:

- 1.1 Implementation of the Contributions Policy for Non-Residential Care Services as at Appendix 1 from 1 June 2013.
- 1.2 Introduction of annual billing (wherever possible), with the preferred payment option being 4 weekly instalments payable by Direct Debit unless alternative payment arrangements are agreed in advance.
- 1.3 Transitional arrangements as set out in section 3.11 of the report.

2. BACKGROUND

- 2.1 On 10 January 2013 the Social Care (Self-directed Support) (Scotland) Act 2013 received Royal Assent. Self-directed support empowers people to direct their own care and support and to have informed choice about how their support is provided. It is expected that over the coming years the services available and the way in which they are provided will change significantly.
- 2.2 To date, Perth and Kinross Council has been able to restrict the application of non-residential service charges to certain equipment, services and service user groups. For reasons of equity and financial necessity, however, it is no longer possible to limit charges in this way. The introduction of a Contributions Policy covering all client groups is now required.

2.3 The current Charging Statement covers a range of services. For non-residential services it is based on the person receiving services in a traditional manner with individual charges being levied for each individual service received. A person may, therefore, receive multiple invoices each billing period. The non-residential services currently charged for are:-

Day Care	£33.07 - £93.71 per week
Day Opportunities	£16.54 - £60.64 per week
Home Care	£11.47 per hour
Occupational Therapy Equipment Delivery	£11.02 per order
Occupational Therapy Equipment Installation	£27.56 per item
Occupational Therapy Equipment Maintenance	£66.15 per year per item
Sheltered Housing Support	£6.95 – £23.15 per week
Telecare (Community Alarm)	£3.82 per week

2.4 The introduction of the Social Care (Self-directed Support) (Scotland) Act 2013 requires a different approach to issue of charging for the following reasons:

- To ensure equality across all client groups.
- To move towards a single charge for a whole care and support package. This ties in with the principles of Self-directed Support and its focus on client outcomes rather than specific services.
- To establish a standard charging system which is sufficiently flexible to cover the diverse supports and services which a Self-directed Support service delivery model will result in.

2.5 This is a significant shift from our current position. Certain people not currently charged for services will be covered by the new arrangements, but the proposed Contributions Policy will ensure that people only pay a contribution based on their means-tested ability to pay.

2.6 A person's contribution will be calculated following a financial assessment. The financial assessment process includes looking at income maximisation for the person to ensure that they are receiving all of the benefits they are entitled to. Income maximisation can also be offered to the entire household, so while the contribution is only calculated upon the income/capital of the person, it may be possible to increase the income for the household as a whole, for example disability or carer benefits.

2.7 The person's 'ability to pay' makes no difference to the value of their support package, which is calculated on the basis of their need for support. If a person feels that they will suffer undue financial hardship due to the contribution they are being asked to make towards their support package, they can ask the Council to consider reducing or waiving their contribution. All cases will be treated individually and will be reviewed by a panel of Community Care Service Managers advised by members of the Business & Resources team and Legal Services. The Head of Community Care will make a decision on whether or not discretion is granted based on the Panel's recommendation. Any discretion granted will be reviewed as part of the annual reassessment process.

3. PROPOSALS

- 3.1 Through the introduction of a Self-directed Support model, people will be offered the opportunity of more creative, innovative packages which cannot be covered by the current charging regime. It is necessary, therefore, to consider a new contributions based approach which requires recipients to contribute towards their entire support plan as opposed to charges for individual services received.
- 3.2 The proposed Contributions Policy is based on an individual's ability to pay regardless of the support they receive (as with the current charging regime). It is consistent with CoSLA and Scottish Government guidance. Under the proposed policy, however, people will contribute based on their planned services, rather than on actual services received (the current default position).
- 3.3 It is proposed not to extend the terms of the Policy at this time to persons subject to compulsory supervision or detention, those receiving time limited support to recover from mental health/substance misuse or engaged in a recognised employability project. It is also proposed not to include voluntary sector day opportunities at this time as these services are currently under review. A future version of the Policy shall clarify its terms with regard to these services.
- 3.4 The maximum contribution will be the total cost of care (taking account of agreed exemptions such as free personal care) subject to the outcome of a full income maximisation and financial assessment process where this offer is accepted.
- 3.5 The proposed Contributions Policy has the same disregards as the current Charging Statement with the following additions:
- People in receipt of palliative care will receive services without making a contribution only if they have a DS1500 signed off by their GP. This has been benchmarked with the DWP rules for payment of benefits.
 - All people currently receiving homecare and/or day services who are in receipt of the high rate element of Disability Living Allowance (Care Component) or Attendance Allowance only have the Middle Rate of Disability Living Allowance (Care Component) or Lower Rate of Attendance Allowance taken into account when calculating their charge for these services. However, under the proposed Contributions Policy, it is intended to only allow this disregard to people who are in receipt of night-time services. This is in line with CoSLA guidance.

Committee should note that Disability Living Allowance is one of the allowances being changed as part of Welfare Reform.

A copy of the full proposed Contributions Policy and Guidance is attached as Appendices 1 and 2.

- 3.6 The Social Care (Self-directed Support) (Scotland) Act 2013 covers all client groups; as such there will be some people asked to make a contribution towards the services they receive for the first time.
- 3.7 Where there is only a single, one off chargeable service in place, (e.g. charges in relation to Occupational Therapy equipment delivery and installation), it is proposed that these services should fall outwith the Contributions Policy, but remain within the current charging regime.
- 3.8 In order to further reduce the administration associated with charging it is proposed that people are billed for their full planned annual contribution at the commencement of services. Four-weekly Direct Debit in arrears would be the preferred option for payment of all such contributions. Where, for whatever reason, this is not possible, then a range of other payment arrangements in arrears will be offered. It is estimated that this will reduce the number of invoices raised from approx. 9,000 to nearer 2,500 per annum.

Currently 70% of those clients who are charged pay by Direct Debit or other regular payment arrangement. A range of processes are currently undertaken to ensure that direct debits are terminated timeously e.g. "Tell Us Once" scheme, notification from family members, daily checking of press announcements.

Annual billing with regular payments is consistent with the method used by the Council to recover Council Tax monies due and the Customer First initiative to reduce duplication and administrative bureaucracy.

- 3.9 The main change in the proposed Contributions Policy is that people are no longer being asked to pay for the individual services that they actually receive. Instead they are being asked to make a contribution towards the total cost of their care minus agreed exemptions, based on their planned services. There are approximately 400 people who currently receive a service that is not charged for and who may now be asked to make a contribution towards the support they receive. Of these people, it is estimated that 139 people will be assessed as being able to contribute on average £45 per week. This is significantly lower than the average cost of care provided.
- 3.10 It is proposed that the Contributions Policy is implemented from 1 June 2013.
- 3.11 Transitional Protection

In recognition that there may be some Older People who will find that, under the new policy, they are liable to make a contribution greater than the charge which they currently pay, it is suggested that such people continue to pay a contribution based on their previous level of charge. This "transitional protection" will be revisited at each subsequent review of the care and support that they need and, should there be any change in the support offered, this would result in them losing this "transitional protection". They would then be asked to pay the amount assessed under the Contributions Policy. It is not

possible to quantify the resource implications of this proposed transitional protection, but as service users will still be paying the same level of charges as at present, the impact will be restricted to reducing the level of potential additional income generated during the early stages of this policy.

4. CONSULTATION

The Head of Democratic Services, Head of Legal Services, and Head of Finance have been consulted on the content of this report.

5. RESOURCE IMPLICATIONS

The implementation of the proposed Contributions Policy is targeted to generate an additional £300,000 in a full financial year from 2014/15. This additional income target was approved by the Council in setting the revenue budget for 2013/14 and 2014/15 at the Special Meeting held on 14 February 2013 (report number 13/53 refers).

6. COUNCIL CORPORATE PLAN OBJECTIVES 2009-2012

The Council's Corporate Plan 2009-2012 lays out five objectives, which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. These are reflected in the Charging Statement and are as follows:-

- (i) A Safe, Secure and Welcoming Environment.
- (ii) Healthy, Caring Communities.
- (iii) A Prosperous, Sustainable and Inclusive Economy.
- (iv) Educated, Responsible and Informed Citizens.
- (v) Confident, Active and Inclusive Communities.

7. EQUALITIES ASSESSMENT

An equality impact assessment needs to be carried out for functions, policies, procedures or strategies in relation to race, gender and disability and other relevant protected characteristics. This supports the Council's legal requirement to comply with the duty to assess and consult on relevant new and existing policies.

The function, policy, procedure or strategy presented in this report was considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

- Assessed as relevant and the following positive outcomes expected following implementation: The services that are the focus of this report will have a positive impact on people's wellbeing across a varied range of vulnerable client groups.

8. STRATEGIC ENVIRONMENTAL ASSESSMENT

Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies, including policies (PPS).

The matters presented in this report were considered under the Environmental Assessment (Scotland) Act 2005 and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

9. CONCLUSION

Following the introduction of the Social Care (Self-directed Support) (Scotland) Act 2013 the current charging regime for non-residential services will not be fit for purpose once the Self-directed Support service delivery model is implemented. The range of support/service options available to people under a Self-directed Support service delivery model requires a new policy based on the individual's ability to pay and regardless of the range of support/services they access/receive whilst remaining consistent with national guidance.

DAVID BURKE
Executive Director (Housing and Community Care)

Note: No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

Contact Officer: Alan Taylor, 01738 476702
Email: amtaylor@pkc.gov.uk

Address of Service: Pullar House, 35 Kinnoull Street, Perth. PH1 5GD
Date: 18 February 2013

If you or someone you know would like a copy of this document in another language or format, (on occasion only, a summary of the document will be provided in translation), this can be arranged by contacting **Alan Taylor**.



Council Text Phone Number 01738 442573



PERTH AND KINROSS COUNCIL

Housing and Community Care

Contributions Policy for Non-Residential Care Services

June 2013

1. INTRODUCTION

The application of the existing Charging Policy by Community Care Services has been in relation to receipt of services provided or commissioned by the Council such as homecare, day care, community alarm and delivery of Occupational Therapy equipment.

In order to address the national agenda of Personalisation and the Social Care (Self-directed Support) (Scotland) Act 2013 it has been necessary to develop a new policy which will enable individuals to make a contribution to their care while accessing other types of support which will promote the achievement of agreed personal outcomes. The underlying principles of the policy must incorporate transparency, equity and ability to pay based on income maximisation. The policy will therefore remain consistent with COSLA and Scottish Government guidance on charging for Non-residential care and support services.

Self-directed Support is a new way of delivering social care and support which will enable people to have more choice and control over how their care needs are met. The amount of money required to manage the risks of a person's situation and achieve their agreed outcomes in relation to health, wellbeing, social inclusion, independence and responsibility will be referred to as their Relevant Amount.

More information on our community care charges can be found at www.pkc.gov.uk/carecharges

2. MAXIMUM CONTRIBUTION

The maximum contribution payable will be the full cost of the relevant amount or the person's assessed contribution as determined by the financial assessment, whichever is the lesser. People with an assessed contribution of less than £1 per week will not be asked to contribute towards their care.

A financial assessment will be offered to all clients to ensure that they only pay what they can afford. A financial assessment will take into account income, savings, and capital, whilst allowing a predetermined level of income for general living expenses as well as relevant disregards. Where a person has income below this amount, they will not be asked to make a contribution towards the cost of their care.

Income maximisation will also be offered to ensure that all benefit entitlement has been applied for.

3. REDUCED CONTRIBUTIONS

If anyone believes that they are suffering undue financial hardship due to the contribution they are required to make they can apply to the Council for consideration of a reduction.

All applications will be treated individually and will be reviewed by the Discretion Panel. Any discretion applied will be reviewed as part of the annual reassessment process.

Application Forms can be obtained by contacting the Charging Team.

4. SERVICES EXEMPT FROM CONTRIBUTION

Current exemptions are:

- All non-residential services received by people in receipt of Palliative Care (where a DS1500 form has been completed by the person's doctor)
- All non-residential care services received by people suffering from any form of the Creutzfeldt Jacob Disease (CJD)
- All non-residential services received by people subject to compulsory supervision or detention, those receiving time limited support to recover from mental health/substance misuse or engaged in a recognised employability project
- All personal care services for adults aged over 65 (e.g. assistance with dressing, washing, food preparation etc) as defined by the Scottish Government's Free Personal Care policy.
- All services received as part of a reablement package for up to 42 days
- Any new, intermediate, or additional non-personal homecare services provided to a client aged 65 or over on the day of discharge from hospital, following an admission of 24 hours or more for treatment, assessment or rehabilitation, or surgery as an NHS day case, for up to 42 days
- Services provided by our Rapid Response Social Care Officers
- Step up care – short term placement in a care home to prevent hospital admission
- Short-term Housing Support where these services are offered on a short-term basis.

This policy **does not** apply to permanent or unplanned short break admissions to a care home where charging is governed by The National Assistance (Assessment of Resources) Amendment (Scotland) Regulations 2012 with guidance provided by the Scottish Government's Charges for Residential Accommodation Guidance (CRAG).

A copy of this Guidance can be found at www.pkc.gov.uk/carecharges

5. REVIEWS AND COMPLAINTS

Anyone not satisfied with the calculation of their contribution will be encouraged to discuss their concern with staff involved in the assessment and charging process.

People who remain dissatisfied will be entitled to pursue their complaint through the Council's complaints procedures.

6. ADVICE

Advice on the implications of the Council's Contributions Policy is available from our Charging Team on 01738 476995.

Income maximisation advice is available from our Welfare Rights Team on 01738 476901.

7. UPDATES

Up-to-date information will be published on our website at www.pkc.gov.uk/carecharges. Hard copies of our policy & leaflets can be requested from our Charging Team on:-

- telephone: 01738 476995
- email: SDSFinance@pkc.gov.uk

Our Contribution Policy is available in a variety of media and in appropriate languages. Please contact our Customer Contact Centre with any translation requests on:-

- telephone: 01738 475000
- email: enquiries@pkc.gov.uk.



PERTH AND KINROSS COUNCIL

Housing and Community Care

Contributions Policy for Non-Residential Care Services (Guidance)

June 2013

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1. DEFINITIONS

Below is a list of terms used within the Contributions Policy and their definitions.

Convention of Scottish Local Authorities (CoSLA)	The organisation responsible for issuing national guidance on non-residential social care charges in Scotland.
Financial Assessment	Process undertaken which looks at a person's income and capital to determine their contribution towards their care package.
Outcome Focussed Assessment (OFA)	The assessment which is carried out by an Assessing Worker to identify the person's desired outcomes following which, outcomes will be agreed in line with National Community Care Outcomes (improved Health, Wellbeing, Social Inclusion and Independence & Responsibility).
Person	Any individual who meets established eligibility criteria and who is being supported through the Council's Self-Directed Support programme.
Person's Contribution	The amount of money per week that the person will be asked to pay towards their care following financial assessment.
Personal Outcomes Plan (POP)	A record of the agreed outcomes to promote the person's independence in the community following an Outcome Focussed Assessment.
Perth and Kinross Council	The Local Authority responsible for the Self-Directed Support programme.
Relevant Amount	The agreed amount of money which is required to achieve agreed personal outcomes and manage any associated risks
Self-Directed Support (SDS)	<p>Self-directed support allows people to decide how their support is provided, and is implemented through one of four options:</p> <ul style="list-style-type: none"> • The making of a direct payment by the local authority to the supported person for the provision of support. • The selection of support by the supported person and the making of arrangements for the provision of it by the local authority on behalf of the supported person. • The selection of support and the making of arrangements for the provision of it by the local authority. • The selection by the supported person of two or more of the above options
Third Party	Any person acting on behalf of someone receiving a service through the Council's Self-Directed Support programme.

2. THE FINANCIAL ASSESSMENT PROCESS

Perth and Kinross Council aims to ensure that people in receipt of Community Care services are not placed in financial hardship as a consequence of the way in which the services are charged for. This is in line with CoSLA and Scottish Government guidance on charging policies.

The principles focus on:

- Ability to contribute, providing full financial details have been provided
- Income
- Equity
- Transparency
- Compliance with national guidance

These principles are subject to full financial details being provided by the person. In all cases though, the Council will ensure that the person's contribution is minimised as much as possible.

Everyone in receipt of community care services are offered a financial assessment to determine how much they can afford to pay towards the cost of the services they receive.

Everyone is offered an income maximisation assessment to ensure that they are receiving all the benefits to which they are entitled. This service will be provided by the Welfare Rights Team in partnership with the Pension Service. It will be offered to the person, their carer and other members of the household.

People who do not want to provide financial information will have to pay the full cost of their care, with the exception of any free personal care element.

People who have capital above our upper threshold of £25,250 will not be required to complete a financial assessment but may choose to have one completed. In either case, they will have to pay the full cost of their care, with the exception of any free personal care element if they are over 65. Completion of a financial assessment at this stage will provide information that will allow the Council to anticipate future funding commitments. Capital includes any savings, investments and property owned. Capital invested in bonds with life assurance and the value of the main residence will be fully disregarded.

Where a full financial assessment has been completed within the last 12 months, information previously collected will be used to calculate the person's contribution. Contributions will be reviewed in April each year to coincide with increases in pensions and benefits.

Everyone will be advised in writing of their contribution following calculation by the Council's Charging Team.

Contributions will be payable from the date the person first receives support. If the financial assessment is completed after this date, contributions will be backdated to the date the person first received support.

Everyone is treated equally. An individual's ability to pay does not affect the provision of care/support.

3. CALCULATING THE PERSON'S CONTRIBUTION

In accordance with CoSLAs Guidance for Contributions Applying to Non-Residential Social Care Services, the amount a person has to contribute should be set according to their ability to pay. In the first instance this requires an assessment of the person's income and capital. In all cases income and capital is treated in accordance with the guidance.

The thresholds set for 2013/2014 are as follows: -

Income

Weekly Income Threshold	£170.00
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Capital

Upper Capital Threshold:	£25,250
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Lower Capital Threshold:	£10,000
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3.1 Income not taken into account

Certain types of income will not be taken into account when assessing a person's ability to make a contribution. These are:-

- Disability Living Allowance (DLA) Mobility Component
- The high rate element of Disability Living Allowance (DLA) Care Component and Attendance Allowance (currently £26.15) – people in receipt of the high rate element will only have the Middle Rate of DLA Care or Lower Rate of Attendance Allowance taken into account when not in receipt of night-time services
- £20 of net earned income
- Independent Living Fund payments
- All benefits paid for or on behalf of dependent children
- Child Benefit
- Tax Credits
- Disability payment in respect of a child / children
- First £10 of War Disablement / War Widows Pension
- Winter Fuel payments
- Christmas Bonus paid with benefits
- All income received for a person's partner

Note – If a person is assessed as being entitled to a welfare benefit, but refuses to claim, the financial assessment will include the amount of income equivalent to that benefit entitlement.

3.2 Income Allowances

Certain allowable costs will be deducted from the person's income before calculating what they can afford to pay. These will normally be housing costs such as mortgage (both interest and capital payments), rent, ground rent and council tax. Housing costs taken into consideration in the calculation will be net of any benefits received.

CoSLA guidance requires that people have a level of income equivalent to income support / pension credit plus 16.5% (rounded up to the next pound) before a contribution is required. Perth and Kinross Council use the single person above working age allowance for everyone. This is determined as follows:

DWP Basic Allowance	16.5% of DWP Basic Allowance	Perth & Kinross Council Personal Allowance
£145.40 per week	£23.99 per week	£170.00 per week

It is expected that the Personal Allowance should be used to cover a person's daily living expenses such as, food, gas, electricity, telephone, internet and insurance payments.

3.3 Capital and Savings

People who have capital above our upper threshold of £25,250 will not be required to complete a financial assessment and will also have to pay the full cost of their care. Capital includes any savings, investments and property owned other than the person's main residence. Capital invested in bonds with life assurance and the value of the person's main residence will be fully disregarded.

Capital up to the lower threshold limit (currently £10,000) will be disregarded. A weekly income of £1 per week for every £500 in capital between the threshold limits will be included in the calculation. This means that people will be asked to contribute £1 per week for every £500, or part thereof, they have in savings or assets between £10,000 and £25,250.

Where someone has been awarded a compensation payment as a result of personal injury, whether as a result of a court judgment or out of court settlement, which has been awarded in respect of anticipated future care costs, this will be taken into account as capital when calculating their contribution.

Cases where capital has been 'gifted', moved into bonds or otherwise transferred will be assessed on an individual basis to determine whether or not the value of the capital should be taken into account in the financial assessment.

3.4 Example Calculation 1 – client contribution calculation when a single person

Example 1.1 – Person of Working Age

Mrs Smith is a single person aged 58 receiving care at a cost of £164.62 per week. In this example Mrs Smith has income of £267.55 less allowances of £258.29 leaving £9.26 as follows:

Income	
Incapacity Benefit	£112.05
DLA (care) medium	£53.00
DLA (mobility) higher	£55.25
Occupational Pension	£47.25
Total Income	£267.55
Allowances Disregarded	
Basic	£170.00
DLA (mobility) higher	£55.25
Housing Costs (rent/mortgage/council tax)	£33.04
Total Allowances Disregarded	£258.29
Contribution	
Total Income	£267.55
- Total Allowances	£258.29
= Person's Contribution	£9.26

Mrs Smith has an assessed maximum weekly contribution of £9.26. She will therefore be required to pay the £9.26 per week towards her care costs of £164.62. This equates to 5.6% of her care costs.

Example 1.2 – Person above Working Age

Mr Jones is a single person aged 72 receiving care at a cost of £150.00 per week after allowing for Free Personal Care. In this example Mr Jones has income of £381.03 less allowances of £210.57 leaving £170.46 as follows:

Income	
State Retirement Pension	£172.36
Occupational Pension	£129.52
Attendance Allowance	£79.15
Assessable Income	£381.03
Allowances Disregarded	
Basic	£170.00
Attendance Allowance (higher element only)	£26.15
Housing Costs (rent/mortgage/Council Tax)	£14.42
Total Allowances Disregarded	£210.57
Contribution	
Total Income	£381.03
- Total Allowances	£210.57
= Person's Contribution	£170.46

Mr Jones has an assessed maximum weekly contribution of £170.46. As this is more than the cost of his care, he will receive no financial support towards his agreed care and will be asked to pay the full cost of his care (£150.00 per week). This is the same contribution that Mr Jones would have been asked to make under the previous Charging Statement.

3.5 Calculation for Couples

A couple is defined by the Department for Work and Pensions as couples (married or in a civil relationship), or two people living together as a couple.

Where a person is part of a couple, only that person's income and capital, along with 50% of any jointly awarded/held income and capital will be taken into account when calculating his/her contribution. This will ensure that partners are left with their own income and capital.

The person's spouse or partner is entitled to choose not to disclose their financial circumstances but where the person's spouse or partner chooses not to disclose his/her financial details, the assessment will be based on the financial circumstances of the person requiring support. Entitlement to means-tested benefits would be worked out as if the individual was a single person potentially resulting in a higher contribution.

Jointly held capital is split equally between the person and his/her spouse/partner, unless he/she can demonstrate that they have no legal entitlement to the capital. Tariff income will be calculated on the basis of the apportioned share of capital.

3.6 Example Calculation 2 – client contribution calculation when part of a couple

Mr Wood receives care at a cost of £300.00 per week. He lives with his wife who does not receive a service.

Example 2.1 - Partner has given financial information during Financial Assessment Process

In this example Mr Wood will be calculated as part of a couple and the following income will be taken into account when calculating his contribution:-

Retirement Pension (Mr Wood)	£120.72
Retirement Pension (Mrs Wood)	£105.89
Private Pension (Mr Wood)	£18.40
Attendance Allowance (Mr Wood)	£79.15
Guaranteed Credit	£10.34
Savings Credit	£22.89
Total Income	£357.39

Example 2.2 – Partner has declined to give financial information during the Financial Assessment Process

In this example Mrs Wood chose not to provide financial information during the financial assessment and as such Mr Wood's entitlement to means-tested benefits is calculated as if he was a single person and the following weekly income will be taken into account when calculating his contribution:-

Retirement Pension (Mr Wood)	£120.72
Retirement Pension (Mrs Wood)	n/a
Private Pension (Mr Wood)	£18.40
Attendance Allowance (Mr Wood)	£79.15
Guaranteed Credit	£65.78
Savings Credit	£18.06
Total Income	£302.11

Example 2.1 - Partner has given financial information during Financial Assessment Process

Allowances Disregarded

Basic	£170.00
Attendance Allowance (Mr Wood)	£26.15
Retirement Pension (Mrs Wood)	£105.89
Guaranteed Credit (Mrs Wood ½ share)	£5.17
Savings Credit (Mrs Wood ½ share)	£11.45
Total Allowances Disregarded	£318.66

Maximum Contribution

Total Income	£357.39
Total Allowance	£318.66
Assessed Contribution	£38.73

Mr Wood has an assessed contribution of £38.73 per week. He will therefore be required to pay the £38.73 per week towards his care costs of £300.00.

This equates to 12.91% of Mr Wood's care.

Example 2.2 – Partner has declined to give financial information during the Financial Assessment Process

Allowances Disregarded

Basic	£170.00
Attendance Allowance (Mr Wood)	£26.15
Retirement Pension (Mrs Wood)	n/a
Guaranteed Credit (Mrs Wood ½ share)	n/a
Savings Credit (Mrs Wood ½ share)	n/a
Total Allowances Disregarded	£196.15

Maximum Contribution

Total Income	£302.11
Total Allowance	£196.15
Assessed Contribution	£105.96

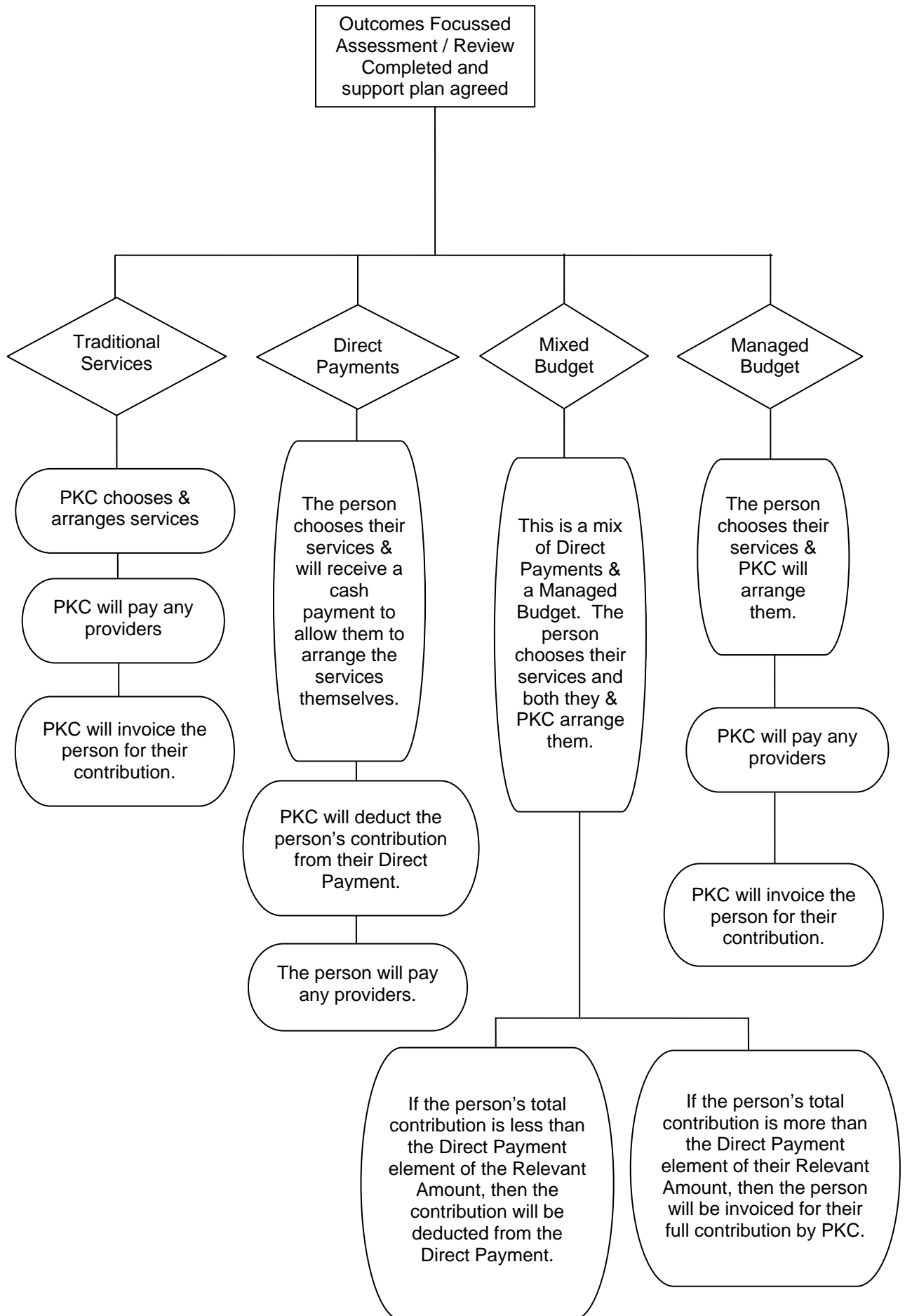
Calculating Mr Wood as a single person shows him to have an assessed contribution of £105.96. He will therefore be required to pay the £105.96 towards his care costs of £300.00.

This equates to 35.32% of Mr Woods care.

By Mrs Wood not providing financial information, Mr Wood is now being asked to contribute an extra £67.23 (22.41%) per week towards his care. We would always encourage partners to provide financial information in order to ensure that the calculation is as beneficial as possible to the person receiving services.

The difference of £67.23 per week is because the Department of Work and Pensions (DWP) award a more generous allowance for Guaranteed Credit to a single person than they would if it was 50% of a couple's allowance i.e. £204.90 per week for a single person compared to £281.55 per week for a couple. This is also the case for Savings Credit, i.e. £18.06 per week for a single person compared to £22.89 per week for a couple.

APPENDIX 1 – Charging Process Flowchart



APPENDIX 2 – Case Studies

Mrs Smith is aged 58 and has a learning disability. After completing her Outcomes Focussed Assessment (OFA), her agreed outcomes are:-

- to be more involved with people in the community
- to live at home more independently
- to keep my house tidy and clean
- to be able to wash and dress myself daily

Mrs Smith and her Social Worker, Tommy Jones, then agree the following Personal Outcomes Plan (POP) in order to meet the outcomes identified in Mrs Smith's OFA:-

- attendance at a day service once a week to help Mrs Smith meet new people
- attendance at local church group to help Mrs Smith meet new people
- attendance at a local keep fit class in order to meet new people and improve Mrs Smith's health and wellbeing
- Social Care Officer in for 8 hours per week to help Mrs Smith dress and wash herself
- neighbour to assist Mrs Smith for 2 hours per week to tidy and clean her house
- a laptop to be purchased in order to help Mrs Smith buy her shopping online and be more independent

The proposed costs of this are summarised below:

	Per Year
Purchase of laptop upfront	£500.00
Day service	£1,560.00
Dressing and washing	£6,240.00
Keep fit class	£260.00
Church group	£0.00
Housework	£0.00
Mrs Smith's Annual POP Costs	£8,560.00
Mrs Smith's Weekly POP Costs	£164.62

The POP is then reviewed by Tommy's Team Leader to discuss the extent to which Mrs Smith's outcomes are being met. If the cost of the POP is within the Team Leader's authorisation limit then it will be approved, if not then it will be passed to the Service Manager for authorisation.

Calculating the Person's Contribution towards their care

Mrs Smith decides to complete a financial assessment which shows her to have the following income per week: -

Incapacity Benefit	£112.05
DLA (care) medium	£53.00
DLA (mobility) higher	£55.25
Occupational Pension	£47.25
Assessable Income	<u>£267.55</u>

The following income is disregarded from Mrs Smith's calculation for her contribution.

CoSLA / PKC Personal Allowance	£170.00
DLA (mobility) higher	£55.25
Housing Costs (rent/mortgage/council tax)	£33.04
Total Allowances Disregarded	<u>£258.29</u>

This shows Mrs Smith to be liable for a contribution of £9.26 per week as follows:

Weekly Income	£267.55
Disregarded Weekly Income	£258.29
Mrs Smith's Maximum Contribution	<u>£9.26</u>

This means that Mrs Smith will contribute £481.52 (£9.26 x 52) towards her annual Relevant Amount of £8,560.00. This equates to 5.6% of her care.

Below are two illustrations showing Mrs Smith's contribution against Perth & Kinross Council's contribution and Mrs Smith's contribution as a percentage of her total income.

Illustration 1

Mrs Smith's Contribution against
Perth & Kinross Council Contribution

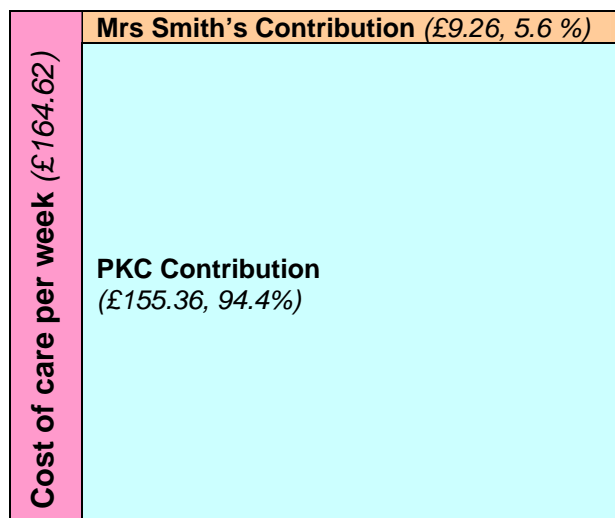


Illustration 2

Mrs Smith's Contribution from her
Income

